



Superior Court of California
County of Calaveras

JUDICIAL SUPPORT ASSISTANT

POSITION DEFINITION:

Under general supervision, performs a wide variety of detailed, technical and confidential clerical, administrative and judicial support duties and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Court Clerk classifications in that the Judicial Support Assistant is responsible for coordinating several of the major court functions, which may include but are not limited to calendar coordination, court interpreters, court reporters, assigned judges, the grand jury, local rules, and advanced level administrative support duties at an advanced level of responsibility at the discretion of the Court Program Manager.

SUPERVISION RECEIVED AND EXERCISED:

The Judicial Support Assistant receives general direction from the Court Program Manager.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS OF JUDICIAL SUPPORT ASSISTANT:

1. Employee must have proficient knowledge of:
 - a. Legal system and court procedures, practices and terminology
 - b. Office and administrative practices and procedures
 - c. Correct use of English language, spelling, grammar and punctuation
 - d. Modern office methods, practices and procedures and equipment, including computers
 - e. Letter and memo formatting
 - f. Basic arithmetic
 - g. Records management practice and procedures
 - h. Organizing and maintaining accurate files and records

2. Employee must have the ability to:
 - a. Deal tactfully and courteously with the public, vendors, other judicial partners and government agencies, Court employees and Judicial Officers
 - b. Make decisions regarding procedural matters without immediate supervision
 - c. Perform difficult and responsible clerical and administrative work with speed and accuracy and minimal supervision
 - d. Utilize computer technology, including desktop computer; utilize software applications including word processing, spreadsheet applications, database and desktop publishing

- e. Analyze data and information and present ideas effectively
 - f. Communicate effectively, orally and in writing
 - g. Work cooperatively with those contacted in the course of work
 - h. Maintain confidentiality
 - i. Assess and prioritize multiple tasks, projects and demands
 - j. Maintain composure and represent the Court professionally
 - k. Interact with people of different social, economic, and ethnic backgrounds
3. Employee must have and maintain the following certifications/licenses:
- a. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.
4. Employee must not contribute to or create a hostile work environment:
- a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
 - b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, and the public.
5. Employee must have the following minimum experience or training:
Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of increasingly responsible clerical experience in a Court environment or three years of professional level administration and clerical experience with public contact in a legal environment. Successful completion of the requirements for an Associate Degree in public or business administration or a closely related field from an accredited college or university may be substituted for one year of the required experience.

6. Employee must fulfill the following special requirements:
- a. Sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators copiers and FAX machines;
 - b. Tolerate exposure to defendants and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
 - c. Physical ability to lift and carry objects weighing up to 30 pounds without assistance.

TYPICAL DUTIES ASSIGNED TO JUDICIAL SUPPORT ASSISTANT:

Depending on assignment, duties may include, but are not limited to, the following:

- Performs direct administrative support for Judicial Officers and Court Administration, including but not limited to composing correspondence
- Performs administrative duties such as filing, copying, scheduling meetings and making travel arrangements for Judicial Officers

- Performs complex clerical work requiring a thorough knowledge of policies, procedures, terminology and other applicable regulations of a government agency
- Prepares a variety of documents (memoranda, reports, forms, spreadsheets, agendas, meeting minutes, resolutions, directive, ordinances, etc.)
- Acts as liaison with Law Enforcement Officers for scheduling and processing of warrants
- Receive and distribute daily mail
- Coordinate interpreters
- Schedule and monitor the need for visiting judges
- Composes correspondence for Court Executive Management and Judicial Officers
- Assist Research Attorney with updating of Local Rules
- Receive and process requests from attorneys for Court Appointed Counsel and maintain list; submit monthly court appointed counsel data collection reports to Judicial Council
- Submit monthly Judge Affidavits to Judicial Council
- Acts as Grand Jury Clerk
- Process and monitor cases referred to Judicial Arbitration
- Monitor and maintain Form 700 for FPPC (Fair Political Practices Commission)
- Monitor and maintain Probate Referee Oaths
- Maintains and reviews records
- Performs duties with a high level of competency in the use of business software, including word processing, desktop publishing, spreadsheet applications and databases
- Orders, receives, inventories, and distributes shipments of books and office supplies
- Acts as a receptionist, answers telephones, routes call, takes messages, greets and directs visitors
- Provides information to the public, employees, and officials calling or visiting Judicial Administration
- Acts as a liaison to other Court divisions, governmental agencies, and other parties with interest in the trial courts
- Researches information and collects and compiles, verifies and interprets data for internal studies and external surveys
- Assists with administrative projects including those requiring statistical research and other administrative matters
- Uses personal computer to input or retrieve data and prepare reports
- Compiles and processes confidential materials
- Performs other related duties as required